



Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.777.9587

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AMENDMENT #1 RFP-010-2017(P) Qualified firm(s) or individual(s) to assist and advise the Virgin Islands Health Insurance Board of Trustees in administering the Government's Health Insurance Program in the U.S. Virgin Islands.

INSERT: Questions and Answers

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS AMENDMENT WITH THEIR BID PROPOSAL.

QUESTIONS & ANSWERS:

Question 1: Is the current consultant paid on a fee only basis by the USVI?

Response: Yes.

Question 2: In the future, would the USVI prefer the plan administrator and/or insurance carrier pay an equivalent (transparent) fee per employee per month?

Response: No – All consulting services are to be on a “fee for service” basis. The U.S. Virgin Islands do not use commissions’ arrangements.

Question 3: Is the current consultant named as the broker of record for the any of the health plans (actives and/or retirees)?

Response: As noted above, there are no commissions and none are to be implemented. All consulting charges are to be strictly on a “fee for service” basis.

Question 4: Is there another consultant/agent/broker for any of the ancillary benefits such as dental, vision, group life, disability, voluntary products (Aflac, etc.)? Are they receiving commissions and/or fees and if so, what amount?

Response: There are no other consultants, agents or brokers engaged by the Government. As noted above, there are no commissions and none are to be implemented. All consulting charges are to be strictly on a “fee for service” basis.

Question 5: Would the USVI consider multiple consultants and/or brokers? As an example, could there be a separate consultant for audits, and another for advising on the detailed & comprehensive claims analyses, health plan's funding, plan design, etc.?

Response: The Government is looking for a full-service consultant who can provide all of the requested services. If you need to sub-contract with another firm to provide some of the requested services, the Government would not rule out this arrangement – but the Government expects to contract with a single entity only.

Question 6: Under Contents of Proposal, item 4a & 4b, it ask us to list (identify) completed projects, costs, etc. In item 5, it requests the project references names, numbers, etc. This causes a privacy issue with certain organizations and HR staff. Can these references be listed in a separate, sealed envelope with the cost in order to protect their privacy?

Response: Yes. They may be placed in a separate sealed envelope. Do not place in cost envelope.

Question 7: Item 7 Cost - is there an excel spreadsheet or word doc. the USVI may provide with your preferred format/layout of costs?

Response: No. You may use your own format.

Question 8: Which actuarial firm is currently utilized by GVI for its health plan needs? How are fees for these services paid? (i.e. paid by current consultant, direct contract with actuarial firm?)

Response: Actuarial firm is Buck Consultants, LLC.

Currently fees are and on a going forward basis, the government intends to contract with a full service consulting firm that can provide all of the required services including actuarial services. If you need to sub-contract with another firm to provide some of the requested services, the government would not rule out this arrangement – but the government expects to contract with a single entity only.

Question 9: What are the annual fees currently paid under the existing consultant contract? What costs are reimbursable to consultant?

Response: Information on current fees will not be provided.

Refer to the hibt sample contract wording included with the RFP for the procedures regarding reimbursement of eligible expenses.

Question 10: Is the current consulting contract available for our review?

Response: Refer to the hibt sample contract wording included with the RFP for the required contract language. This is the same language used in the current consulting contract.

Question 11: Bullet # 5 on page 6 under the heading J. Contents of Proposal states: "Project References: (including a notarized written consent from the authorized representative which much include: name telephone number, email address and facsimile number.)" Can you please confirm what exactly needs to be notarized? It is notarized by the reference named or by Gehring Group?

Response: Notarized by the reference named.